

Needham Youth Services supports youth in identifying employment opportunities. We do not screen businesses nor youth seeking employment. Youth who wish to utilize the below listing shall indemnify and hold the Town of Needham harmless and release the town from any and all liability, claims, suits, losses, causes of action, or damage arising or occurring out of being hired for a position.

NEEDHAM YOUTH SERVICES

Job Postings 11/11/2013

Date: 11/4/2013

Company Name: Metro West Insurance Agency

Job Title: Insurance Agency Office assistant

Hourly Pay: \$8.00/hour

Job Hours: M-F 3-5 pm (negotiable)

Age Requirements: At least 16 years old

Company Address: 648 Highland Ave, Needham MA 02494

Company Website: www.neinsure.com

Contact Person: Adrienne Kinchla

Number: 781-247-6019

Email: akinchla@neinsure.com

Brief Description of the job duties and qualifications needed (1-2 sentences):

We need a self motivated individual who can work somewhat independently to do light office work; such as, scanning documents, filing, copying, mailings, and some other special projects.

Date: 11/5/13

Company Name: The Captain's Table and TakeAway

Job Title: Host/Hostess

Hourly Pay: \$9.00 per hour after 90 days (\$8.00 to start)

Job Hours: 4 minimum

Age Requirements: 15

Company Address: 279 Linden Street, Wellesley, MA 02482

Company Website: www.captainmardens.com

Contact Person: Nancy Goodall or Mark Tosches

Number: 781-235-0860 x212

Email: ngoodall@captainmardens.com

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Brief Description of the job duties and qualifications needed (1-2 sentences):

No experience necessary but good customer service skills required. Must be able to work weekend shifts.

Please note that the above represent the jobs that were received by the Youth Services Office over the course of the past week. For additional employment opportunities, please also check postings from prior weeks as jobs listed there may still be open (i.e. not yet filled).